



## **Building Permit Inspection Checklist**

**The following inspections are required during the construction process:**

- **Foundation Setback Check-** Once the hole for the foundation is dug and the forms for the footings are in place, please contact the CEO to make sure the proper setbacks have been met. This will ensure that your project is in the correct location according to your permit.
- **Flood Hazard Development Permit, Part I -** After establishing the lowest floor (slab on grade, foundation, frost wall, etc), provide CEO with a professionally executed Elevation Certificate (FEMA form 81-31) and obtain Part II of the Flood Hazard Development Permit.
- **Scarification Inspection for Septic System-** The plumbing inspector is required to look at the area that has been "grubbed out" for the septic system before you have the tank and leach field installed. This will ensure that the proper elevation reference point is in place, and that the area for the septic installation corresponds with the permit.
- **Final Septic System Inspection-** Before the system is covered over, the plumbing inspector must make the final inspection. Generally, the contractor will contact the plumbing inspector for this activity.
- **Internal Plumbing Permit-** Before the plumbing work begins inside your home, your plumber must first obtain a permit on your behalf, but you should make sure they have a permit. Two inspections are needed; the first is to check the rough plumbing and the second is to ensure that all fixtures are working properly.
- **Certificate of Occupancy/Completion-** Before you can occupy a structure, you must obtain a certificate of occupancy. This involves a final inspection by the CEO. The inspection is for basic life-safety measures and to be assured that the structure is safe for human habitation. Your project does not have to be complete at this point but there are specific items that must be in place.

**If you have any questions regarding the inspection process, please contact Carolina, Castello, CEO at 207-853-2300 or at [assessor@eastport-me.gov](mailto:assessor@eastport-me.gov)**